
CITY OF KELOWNA

MEMORANDUM

Date: January 06, 2009
File No.: 0530-01
To: City Manager
From: City Clerk
Subject: Council Travel and Training Expense Review

Report Prepared by: *Deputy City Clerk*

RECOMMENDATION:

THAT Council receives for information the report from the City Clerk dated January 06, 2009 summarizing current policies for Council member expenses while attending functions, special training and conventions as representatives of the City of Kelowna.

BACKGROUND:

The City of Kelowna currently has one bylaw and two policies regarding reimbursement of expenses for Council members who may represent the City of Kelowna in various capacities, attend functions, or register for special training either within the boundaries of the Regional District, or beyond.

Bylaw 7547, "Council Remuneration and Expense Bylaw" (see attached) covers certain specified expenses incurred when authorized or appointed to represent the City, or to undertake City affairs both within and beyond the City boundaries. First, Bylaw 7547 provides guidelines regarding reimbursement for certain expenses incurred within the boundaries of the City (5.2, 5.4). Secondly, members of Council who are authorized to undertake City affairs beyond the boundaries of the City (5.3) are reimbursed out-of-town expenses in accordance with Schedule 'A' - Schedule of Expenses.

Authorization for Council members to attend conventions beyond the boundaries of the City or Regional District is contained in ***Policy 337, "Council Authorization to Attend OMMA, UBCM and FCM Conventions"*** (see attached). This policy is specific to expenses incurred while attending the Southern Interior Local Government Association (SILGA, formerly, Okanagan Mainline Municipal Association, OMMA), the Union of British Columbia Municipalities (UBCM), and the Federation of Canadian Municipalities (FCM) conventions, and refers to Schedule 'A' from Bylaw 7547 for reimbursement of out-of-town expenses.

The third policy, ***Policy 287, "Council Reimbursement of Out-of-Pocket Expenses for Attending Functions or Special Training within the Region"*** (see attached), covers out-of-pocket expenses within the boundaries of the Central Okanagan Regional District, and authorizes certain costs incurred for meetings, workshops, symposia, etc, up to a maximum cost of \$100.00.

EXISTING POLICY:

Council Remuneration and Expense Bylaw, No. 7547

Council Reimbursement of Out-of-Pocket Expenses for Attending Functions or Special Training within the Region, Council Policy 287
Council Authorization to Attend OMMA, UBCM and FCM Conventions, Council Policy 337

LEGAL/STATUTORY AUTHORITY:

Financial Information Act

LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:

Council expenses for the year are required to be reported at an open Council meeting on an annual basis. The 2007 Expense Report is attached for reference.

Considerations not applicable to this report:

INTERNAL CIRCULATION TO:

FINANCIAL/BUDGETARY CONSIDERATIONS:

PERSONNEL IMPLICATIONS:

TECHNICAL REQUIREMENTS:

EXTERNAL AGENCY/PUBLIC COMMENTS:

COMMUNICATIONS CONSIDERATIONS:

ALTERNATE RECOMMENDATION:

Submitted by:


Stephen Fleming, City Clerk

Approved for Inclusion:



Rob Mayne, Director Corporate Services

Attachments:

Council Remuneration and Expense Bylaw, No. 7547

Council Reimbursement of Out-of-Pocket Expenses for Attending Functions or Special Training within the Region, Council Policy 287

Council Authorization to Attend OMMA, UBCM and FCM Conventions, Council Policy 337

2007 Council Remuneration and Expense Report

CITY OF KELOWNA
BYLAW NO. 7547
REVISED: June 9, 2008

**CONSOLIDATED FOR CONVENIENCE TO INCLUDE
BYLAW NOS. 8072, 8472, 8503, 8515, 8890, 9436 and 10009**

**A Bylaw Pursuant to the *Local Government Act* to provide for
benefits, remuneration, and
expenses for Members of Council**

The Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as 'Council Remuneration and Expense Bylaw, No. 7547.'

2. **Mayor's Indemnity**

BL8472 replaced subsections 2.1 to 2.3:

BL8890 and 9436 replaced subsections 2.1 & 2.2:

BL10009 replaced subsections 2.1 & 2.2:

- 2.1 Effective January 1st, 2009, the Mayor shall be paid an annual indemnity of \$85,797.76, of which one-third is an allowance for expenses incidental to the discharge of the duties of the Mayor's office.
- 2.2 Effective January 1st, 2009 and every January 1st thereafter, the Mayor's Indemnity shall receive an annual adjustment based on the Consumer Price Index (CPI) published by Statistics Canada for Vancouver (2002=100) for the twelve month period January to December of the previous year.

3. **Councillors' Indemnity**

BL8472 replaced subsections 3.1 to 3.3:

BL8890 replaced subsections 3.1 & 3.2:

BL9436 replaced subsection 3.1 and deleted subsection 3.2:

BL10009 replaced subsection 3.1:

- 3.1 (a) Effective January 1, 2009 a Councillor's indemnity shall be 34% of the Mayor's indemnity after adjustment by the Consumer Price Index;
- (b) Effective January 1, 2010 a Councillor's indemnity shall be 35% of the Mayor's indemnity after adjustment by the Consumer Price Index.

BL8503 amended Section 4 and Section 4.1:

4. **Deputy Mayor's Indemnity**

- 4.1 Effective October 1st, 1994, Councillors appointed to the position of Deputy Mayor shall receive an additional \$350.00 per month (\$161.00 bi-weekly), of which one-third shall be considered an allowance for expenses incidental to the discharge of their duties as Deputy Mayor.

- 4.2 Effective October 1st, 1994, if the Mayor is unable to perform his/her mayoralty duties for more than 30 days, Councillors appointed to the position of Acting Mayor shall be entitled to the same remuneration as the Mayor, pro-rated accordingly, during the period of time served as Acting Mayor.

BL10009 added subsection 4.3:

- 4.3 For clarity, the Deputy Mayor is not entitled to incur expenses as per subsection 5.6.

5. **Expenses**

- 5.1 During his or her term of office, the Mayor is entitled to the use of a vehicle for City purposes, with all costs to be borne by the City.

BL8503 amended subsection 5.2:

- 5.2 The Mayor and Deputy Mayor when attending on behalf of the Mayor are hereby authorized to, and shall be entitled for reimbursement of, expenses incurred for the entertainment of guests of the City or to promote the interests of the City.

- 5.3 When authorized by Council to undertake City affairs beyond the boundaries of the City, the member shall be entitled to reimbursement of expenses incurred during their absences from the City in accordance with Schedule 'A' - **Schedule of Expenses** attached to and forming part of this bylaw.

- 5.4 Members of Council who are authorized or appointed by Council to represent the City on a Board or organization within the boundaries of the City shall be entitled to reimbursement of expenses incurred as a result of this representation, with the exception of meals and mileage.

BL8472 added subsection 5.5:

BL8515 amended subsection 5.5:

- 5.5 When authorized by Council Policy No. 287, members of Council representing the City at functions or special training within the boundaries of the Central Okanagan Regional District shall be entitled to reimbursement of actual expenses incurred as a result of this representation, with the exception of mileage. Expenses greater than \$100.00 per member per function shall only be reimbursed when authorized by Council resolution.

BL10009 added subsection 5.6:

- 5.6 During his or her term of office, the Mayor shall be budgeted an annual amount not to exceed \$1,500.00 in any one year, with no provision for carry-over to the next year of any unused funds, for reimbursement of receipted meal expenses with the exception of alcohol incurred in carrying out the duties of Mayor. Reimbursements will be made on a monthly basis upon completion of the form attached as Schedule 'B' – **Mayor Reimbursement for Meal Expenses** to and forming part of this bylaw.

6. **Benefits**

- 6.1 The City is hereby authorized to enter into agreements for benefits for Council members and their dependants.
- 6.2 Participation in any or all of the benefit plans shall be at the member's option.

Consolidated Bylaw No. 7547 – Page 3.

- 6.3 With the exception of Section 6.4, members shall be responsible for the full costs of premiums as charged to the City.
 - 6.4 Accident Insurance Coverage to an amount of \$100,000.00 shall be extended to all members, and the costs of such coverage shall be borne by the City.
7. 'Mayor and Councillors Indemnity Bylaw No. 7043' is hereby repealed.

Read a first, second and third time by the Municipal Council this 13th day of September, 1994.

Reconsidered, finally passed and adopted by the Municipal Council of the City of Kelowna this 27th day of September, 1994.

"J.H. Stuart"

Mayor

"D.L. Shipclark"

City Clerk

I HEREBY CERTIFY THIS TO BE A TRUE
CONSOLIDATED COPY OF BYLAW NO.
7547 WHICH INCLUDES AMENDING
BYLAW NOS. 8072, 8472, 8503, 8515,
8890, 9436 and 10009.

City Clerk, City of Kelowna

Date

SCHEDULE 'A' - BYLAW 7547

SCHEDULE OF EXPENSES

1. **Basic Allowance**

- 1.1 Members of Council who are entitled to reimbursement of out-of-town expenses shall be entitled to a per diem of \$65.00 per day in accordance with this Schedule. The per diem shall cover all meals, gratuities, dry cleaning, local telephone calls and other miscellaneous costs for trips involving more than one day away from Kelowna.
- 1.2 The per diem allowance for the day of departure and day of return will be calculated on a pro-rata basis with one-half the per diem payable for any portion of the day prior to 12:00 noon and one-half the per diem payable for any portion of the day after 12:00 noon.

2. **Hotel Accommodation**

- 2.1 The full costs of actual hotel room (single rate), substantiated by receipts will be reimbursed.

3. **Transportation**

- 3.1 Actual air fare at economy rate, substantiated by receipts will be paid. If travel is by car, equivalent air fare or mileage may be claimed, whichever is the lesser.
- 3.2 Actual airport limousine costs, taxis, tolls and long distance telephone calls for City business, substantiated by receipts, will also be reimbursed.

BL9436 amended subsection 3.3:

BL10009 replaced subsection 3.3:

- 3.3 For out of town mileage, the tax exempt per kilometre allowance recommended by the Canada Revenue Agency will apply.

4. **Expenses for Spouse**

- 4.1 When authorized to attend a conference or convention by Council, the spouse of a member of Council shall be entitled to claim the following expenses:
 - .1 Actual registration fees for the spouse, substantiated by a receipt.
 - .2 Incremental hotel room costs for the difference between single and double room accommodation, substantiated by a receipt.
 - .3 The per diem allowance in Subsection 1.1 shall be increased by \$20.00 per day when a spouse has been authorized by Council to attend an conference or convention.



CITY OF KELOWNA

POLICY: 337
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COUNCIL POLICY MANUAL

APPROVAL DATE: 2007/01/08
RESOLUTION #:R001/07/01/08
REPLACING #: N/A
DATE OF LAST REVIEW: November 2008

SUBJECT: COUNCIL AUTHORIZATION TO ATTEND OMMA, UBCM AND FCM CONVENTIONS

1. All Members of Council are authorized to travel to attend the Okanagan Mainline Municipal Association Convention with expenses paid in accordance with Council Remuneration and Expense Bylaw No. 7547.
2. All Members of Council be authorized to travel to attend the Union of British Columbia Municipalities Convention and pre-conference sessions with expenses paid in accordance with Council Remuneration and Expense Bylaw No. 7547.
3. All Members of Council be authorized to travel to attend Federation of Canadian Municipalities Convention with expenses paid in accordance with Council Remuneration and Expense Bylaw No. 7547.

REASON FOR POLICY: To provide approval for Council travel to attend the OMMA, FCM, and UBCM Conventions.

LEGISLATIVE AUTHORITY: Council Remuneration and Expense Bylaw No. 7547

PROCEDURE FOR IMPLEMENTATION: As outlined in Policy



CITY OF KELOWNA

POLICY: 287

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COUNCIL POLICY MANUAL

APPROVAL DATE: 2000/02/28
RESOLUTION #: R315/07/03/26
REPLACING #: R122/06/02/06 R159/00/02/28
DATE OF LAST REVIEW: November 2008

SUBJECT: COUNCIL REIMBURSEMENT OF OUT-OF-POCKET EXPENSES FOR ATTENDING FUNCTIONS OR SPECIAL TRAINING WITHIN THE REGION

1. This policy authorizes reimbursement to the Mayor and Council members for out-of-pocket expenditures, with the exception of mileage, incurred to attend various functions or special training as representatives of the City of Kelowna within the boundaries of the Central Okanagan Regional District and its member municipalities.
2. Reimbursement under this policy will be limited to actual costs incurred for personal meals and costs of registration for meetings, workshops, symposia, etc. at a maximum per event cost not to exceed \$100.00. Costs greater than \$100.00 require a Council resolution in accordance with Council Remuneration and Expense Bylaw No. 7547.
3. Reimbursement will be provided for, but not limited to, functions related to:
The development industry (i.e. UDI, CHBA)
Organizations directly funded by the City of Kelowna (i.e. Kelowna Centennial Museum, Kelowna Art Gallery, Chamber of Commerce, Boys & Girls Club)
Philanthropic organizations (i.e. local chapters of Habitat for Humanity, United Way, Cancer Society)
Other organizations that are of interest to local government (i.e. those involved in Parks & Recreation, Finance, Utilities, etc.)
4. Reimbursements under this policy will be made on a monthly basis. The form attached as Schedule "A" to this policy, "MAYOR AND COUNCIL REIMBURSEMENT FOR EXPENSES WITHIN THE REGION" is to be filled out and forwarded to the Finance Division on the last working day of each month along with original receipts.
5. An annual budget for reimbursement of expenditures under this policy has been established by transferring funding from the 'Council Contingency' account. The budget amount may be revised from time to time at the request of Council.
6. A summary report will be circulated to Council at the end of the month following each quarter. Expenditure totals for the Mayor and Council members included in the report will be also included in the annual 'Schedule of Employee Remuneration' where appropriate.
7. Where Council receives a request to purchase tickets to a fundraising, recognition or other event, individual Council members planning to attend will pay personally for the ticket(s) he or she plans to use, with the exception of:
 - The City shall pay for tickets for any Council member wishing to attend the annual United Way Fundraising Breakfast, annual Civic Awards Banquet and any other event authorized by Council;
 - A council member (generally the Mayor, but on occasion the Mayor's representative) may accept a gratis ticket for an event where the member is a guest of honour in his or her role as a member of Council.
 - The City may pay for a ticket for a council member (generally the Mayor, but on occasion the Mayor's representative) for an event hosted by a not-for-profit organization where the member is a guest of honour in his or her role as a member of Council, so long as Council approves the purchase for that particular event.



CITY OF KELOWNA

POLICY: 287
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COUNCIL POLICY MANUAL

APPROVAL DATE: 2000/02/28
RESOLUTION #: R122/06/02/06
REPLACING #: R159/00/02/28
DATE OF LAST REVIEW: November 2008

SUBJECT: COUNCIL REIMBURSEMENT OF OUT-OF-POCKET EXPENSES FOR ATTENDING FUNCTIONS OR SPECIAL TRAINING WITHIN THE REGION

8. This policy, including approval of expenses, is to be administered under the direction of the municipal officer assigned responsibility under the *Community Charter* (financial administration).

REASON FOR POLICY: To establish a process to reimburse the Mayor and Council for out-of-pocket expenses when attending functions within the Central Okanagan Regional District.

LEGISLATIVE AUTHORITY: Council Remuneration and Expense Bylaw No. 7547 & Council Resolution

PROCEDURE FOR IMPLEMENTATION: As outlined in Policy

CITY OF KELOWNA
 Council Remuneration and Expense Report
 for the year ended December 31, 2007

Surname	First Name	Taxable Remuneration	Non-taxable Allowance	Other Expenses	Benefits
Mayor					
SHEPHERD	SHARON ANNE	56,492	27,922	6,253	4,100
Councillors					
BLANLEIL	ANDRE	17,474	8,906		
CLARK	BARRIE	17,474	8,906	3,877	
DAY	COLIN	17,689	9,132	1,639	
GIVEN	BRIAN	17,466	8,960	878	
GRAN	CAROL	18,020	9,068	2,753	
HOBSON	ROBERT D.	17,704	9,021	5,371	
LETNICK	NORMAN	17,790	8,895		
RULE	MICHELE	18,028	9,014	4,825	
Total Council		198,138	99,824	25,594	4,100

Travel authorizations – Other Municipalities

Municipality	Practice	Allocated Amount?	Authority
Kelowna	Travel for FCM, UBCM, and LMMA authorized; Council approval required for travel authorization for other events	No	Council Remuneration and Expense Bylaw No. 7547; Council Policy 287
Chilliwack	Travel authorization for elected officials representing the City provided by bylaw	No	Bylaw
Coquitlam	Travel for FCM, UBCM, and LMMA authorized; Council approval required for travel authorization for other events	No	Bylaw
Kamloops	Allocation per elected official; Mayor also authorized by policy to travel for "business opportunities" and to meet with senior government officials	Yes - \$5,000 per elected official. Any expenditures exceeding \$5,000 require prior approval from Council	Council Policy
Nanaimo	Travel for FCM, UBCM, and AVICC authorized – any other travel requires Council approval	No	Council Policy
North Vancouver District	Travel for FCM, UBCM, and LMMA authorized plus allocation	Yes - \$2,000 per Councillor; \$5,000 for Mayor	Council Policy
Prince George	Budgeted amount; Mayor also authorized by policy to travel for economic development opportunities	Yes - \$6,000 per Councillor and \$10,000 for Mayor	Budget process
Victoria	Council approval required for each travel authorization	No	Council Policy